a carton at floor level. Assumptions must be noted in the report;

(ii) Details the characteristics of the system; and

(iii) Describes the specific measures beyond the minimum features required by the applicable building code that have been incorporated to limit destruction of records. The report should make specific references to industry standards used in the design, such as those issued by the National Fire Protection Association, and any testing or modeling or other sources used in the design.

(b) *NARA action.* (1) NARA will approve the fire-safety detection and suppression system within 10 work days if NARA has previously approved the system design for similarly configured space or if a report of independent testing of a new system design is furnished as documentation.

(2) If, in NARA's judgment, the supporting documentation provided in accordance with paragraph (a)(3) of this section clearly demonstrates compliance with §1234.12(s), NARA will approve the fire-safety detection and suppression system within 30 calendar days.

(3) If NARA questions whether supporting documentation demonstrates compliance with §1234.12(s), NARA will consult the appropriate industry standards body or other qualified expert before making a determination. Before any consultation, NARA may ask the agency for additional clarifying information. NARA will notify the requesting agency within 30 calendar days of receipt of the request that consultation is necessary and will provide a final determination within 60 calendar days. If NARA does not approve the system, NARA will furnish a full explanation of the reasons for its decision.

(4) NARA will maintain a list of approved alternative systems.

§1234.34 When may NARA conduct an inspection of a records storage facility?

(a) At the time an agency submits a request to establish an agency records center, pursuant to §1234.30, NARA may conduct an inspection of the proposed facility to ensure that the facility complies fully with the standards in this subpart. NARA may also conduct periodic inspections of agency records centers so long as such facility is used as an agency records center. NARA will inspect its own records center facilities on a periodic basis to ensure that they are in compliance with the requirements of this subpart.

(b) Agencies must ensure, by contract or otherwise, that agency and NARA officials, or their delegates, have the right to inspect commercial records storage facilities to ensure that such facilities fully comply with the standards in this subpart. NARA may conduct periodic inspections of commercial records storage facilities so long as agencies use such facilities to store agency records. The using agency, not NARA, will be responsible for paying any fee or charge assessed by the commercial records storage facility for NARA's conducting an inspection.

(c) NARA will contact the agency operating the records center or the agency holding a contract with a commercial records storage facility in advance to set a date for the inspection.

APPENDIX A TO PART 1234—MINIMUM SECURITY STANDARDS FOR LEVEL III FEDERAL FACILITIES

RECOMMENDED STANDARDS CHART

[Reproduced from Section 2.3 (pp. 2–6 through 2–9) of U.S. Department of Justice, United States Marshals Service report *Vulnerability Assessment of Federal Facilities*]

	Level III
Perimeter Security	
Parking:	
Control of facility parking	Required.
Control of adjacent parking	Desirable.
Avoid leases where parking cannot be controlled	Desirable.
Leases should provide security control for adjacent parking	Desirable.
Post signs and arrange for towing unauthorized vehicles	Required.
ID system and procedures for authorized parking (placard, decal, card key, etc.)	Required.
Adequate lighting for parking areas	Required.

RECOMMENDED STANDARDS CHART—Continued

[Reproduced from Section 2.3 (pp. 2–6 through 2–9) of U.S. Department of Justice, United States Marshals Service report *Vulnerability Assessment of Federal Facilities*]

	Level III
Closed Circuit Television (CCTV) Monitoring:	
CCTV surveillance cameras with time lapse video recording	Recommended.
Post signs advising of 24 hour video surveillance	Recommended.
Lighting:	
Lighting with emergency power backup	Required.
Physical Barriers:	
Extend physical perimeter with barriers (concrete and/or steel composition)	Desirable.
Parking barriers	Desirable.
Entry Security	
Receiving/Shipping:	
Review receiving/shipping procedures (current)	Required.
Implement receiving/shipping procedures (modified)	Required.
Access Control:	
Evaluate facility for security guard requirements	Required.
Security guard patrol	Recommended.
Intrusion detection system with central monitoring capability	Required.
Upgrade to current life safety standards (fire detection, fire suppression systems, etc.)	Required.
Entrances/Exits:	
X-ray & magnetometer at public entrances	Recommended.
Require x-ray screening of all mail/packages	Recommended.
High security locks	Required.
Interior Security	
Employee/Visitor Identification:	
Agency photo ID for all personnel displayed at all times	Recommended.
Visitor control/screening system	Required.
Visitor identification accountability system	Recommended.
Establish ID issuing authority	Recommended.
Utilities:	
Prevent unauthorized access to utility areas	Required.
Provide emergency power to critical systems (alarm systems, radio communications, computer facilities, etc.).	Required.
Occupant Emergency Plans:	
Examine occupant emergency plans (OEP) and contingency procedures based on threats	Required.
OEPs in place, updated annually, periodic testing exercise	Required.
Assign & train OEP officials (assignment based on largest tenant in facility)	Required.
Annual tenant training	Required.
Daycare Centers:	
Evaluate whether to locate daycare facilities in buildings with high threat activities	Required.
Compare feasibility of locating daycare in outside locations	Required.
Security Planning	
Intelligence Sharing:	
Establish law enforcement agency/security liaisons	Required.
Review/establish procedure for intelligence receipt/dissemination	Required.
Establish uniform security/threat nomenclature	Required.
Training:	
Conduct annual security awareness training	Required.
Establish standardized unarmed guard qualifications/training requirements	Required.
Establish standardized armed guard qualifications/training requirements	Required.
Tenant Assignment:	
Co-locate agencies with similar security needs	Desirable.
Do not co-locate high/low risk agencies	Desirable.
Administrative Procedures:	
Establish flexible work schedule in high threat/high risk areas to minimize employee vulnerability to criminal activity.	Desirable.
Arrange for employee parking in/near building after normal work hours	Recommended.
Conduct background security checks and/or establish security control procedures for service contract personnel.	Required.
Construction/Renovation:	
Install mylar film on all exterior windows (shatter protection)	Recommended.
Review current projects for blast standards	Required.
Review/establish uniform standards for construction	Required.
Review/establish new design standard for blast resistance	Required.
Establish street set-back for new construction	Recommended.

TERMS AND DEFINITIONS IN RECOMMENDED STANDARDS CHART

[Reproduced from Appendix B, Details of Recommended Security Standards, U.S. Department of Justice, United States Marshals Service report *Vulnerability Assessment of Federal Facilities*]

Term	Definition/description
B.1 Perimeter Security	
Parking	
Control of Facility Parking	Access to government parking should be limited where possible to government vehicles and personnel. At a minimum, authorized parking spaces and vehicles should be assigned and identified.
Control of Adjacent Parking	Where feasible, parking areas adjacent to federal space should also be controlled to reduce the potential for threats against Federal facilities and employee exposure to criminal activity.
Avoid Leases Where Parking Cannot Be Controlled.	Avoid leasing facilities where parking cannot be controlled. If necessary, relocate offices to facilities that do provide added security through regulated parking.
Lease Should Provide Control for Adjacent Parking.	Endeavor to negotiate guard services as part of lease.
Post Signs and Arrange for Towing Unauthorized Vehicles.	Procedures should be established and implemented to alert the public to towing policies, and the removal of unauthorized vehicles.
ID System and Procedures for Authorized Parking.	Procedures should be established for identifying vehicles and corresponding parking spaces (placard, decal, card key, etc.)
Adequate Lighting for Parking Areas	Effective lighting provides added safety for employees and deters illegal or threatening activities.
Closed circuit television (CCTV) monitoring	
CCTV Surveillance Cameras With Time Lapse Video Recording.	Twenty-four hour CCTV surveillance and recording is desirable at all locations as a deterrent. Requirements will depend on assessment of the security level for each facility. Time-lapse video recordings are also highly valuable as a source of evidence and investigative leads.
Post Signs Advising of 24 Hour Video Surveillance.	Warning signs advising of twenty-four hour surveillance act as a deterrent in protecting employees and facilities.
Lighting	
Lighting with Emergency Power Backup	Standard safety code requirement in virtually all areas. Provides for safe evacuation of buildings in case of natural disaster, power outage, or criminal/terrorist activity.
Physical Barriers	
Extend Physical Perimeter, With Barriers	This security measure will only be possible in locations where the Government controls the property and where physical constraints are not present. (barriers of concrete and/or steel composition)
Parking Barriers	Desirable to prevent unauthorized vehicle access.
B.2 Entry Security	
Receiving/Shipping	
Review Receiving/Shipping Procedures (Current).	Audit current standards for package entry and suggest ways to enhance security.
Implement Receiving/Shipping Procedures (Modified).	After auditing procedures for receiving/shipping, implement improved procedures for security enhancements.
Access Control	
Evaluate Facility for Security Guard Requirements.	If security guards are required, the number of guards at any given time will depend on the size of the facility, the hours of operation, and current risk factors, etc.
Security Guard Patrol	Desirable for level I and II facilities and may be included as lease option. Level III, IV and V facilities will have security guard patrol based on facility evaluation.
Intrusion Detection System With Central Monitoring Capability.	Desirable in Level I facilities, based on evaluation for Level II facilities, and required for Levels III, IV and V.
Upgrade to Current Life Safety Standards	Required for all facilities as part of GSA design requirements, (e.g. fire detection, fire suppression systems, etc.)
Entrances/Exits	
X-Ray and Magnetometer at Public Entrances.	May be impractical for Level I and II facilities. Level III and IV evaluations would focus on tenant agencies, public interface, and feasibility. Required for Level V.
Require X-Ray Screening of all Mail/Packages.	All packages entering building should be subject to x-ray screening and/or visual inspection.

TERMS AND DEFINITIONS IN RECOMMENDED STANDARDS CHART—Continued

[Reproduced from Appendix B, Details of Recommended Security Standards, U.S. Department of Justice, United States Marshals Service report *Vulnerability Assessment of Federal Facilities*]

Term	Definition/description
High Security Locks	Any exterior entrance should have a high security lock as determined by GSA specifications and/or agency requirements.
B.3 Interior Security	
Employee/Visitor Identification	
Agency Photo ID for all Personnel Displayed At All Times.	May not be required in smaller facilities.
Visitor Control/Security System	Visitors should be readily apparent in Level I facilities. Other facilities may ask visitors to sign-in with a receptionist or guard, or require an escort, or formal identification/badge.
Visitor Id Accountability System	Stringent methods of control over visitor badges will ensure that visitors wearing badges have been screened and are authorized to be at the facility during the appropriate time frame.
Establish Id Issuing Authority	Develop procedures and establish authority for issuing employee and visitor IDs.
Utilities	
Prevent Unauthorized Access to Utility Areas.	Smaller facilities may not have control over utility access, or locations of utility areas. Where possible, assure that utility areas are secure and that only authorized personnel can gain entry.
Provide Emergency Power To Critical Systems.	Tenant agency is responsible for determining which computer and communication systems require back-up power. All alarm systems, CCTV monitoring devices, fire detection systems, entry control devices, etc. require emergency power sources. (Alarm Systems, Radio Communications, Computer Facilities, Etc.)
Occupant Emergency Plans	
Examine Occupant Emergency Plan (OEP) and Contingency Procedures Based on Threats.	Review and update current OEP procedures for thoroughness. OEPs should reflect the current security climate.
Assign and Train OEP Officials	Assignment based on GSA requirement that largest tenant in facility maintain OEP responsibility. Officials should be assigned, trained and a contingency plan established to provide for the possible absence of OEP officials in the event of emergency activation of the OEP.
Annual Tenant Training	All tenants should be aware of their individual responsibilities in an emergency situation.
Day Care Center	
Re-Evaluate Current Security and Safety Standards.	Conduct a thorough review of security and safety standards.
Assess Feasibility of Locating Day Care Within Federal Facility.	If a facility is being considered for a day care center, an evaluation should be made based on the risk factors associated with tenants and the location of the facility.
B.4 Security Planning	
Intelligence Sharing	
Establish Law Enforcement Agency/Security Liaisons.	Intelligence sharing between law enforcement agencies and security organizations should be established in order to facilitate the accurate flow of timely and relevant information between appropriate government agencies. Agencies involved in providing security must be part of the complete intelligence process.
Review/Establish Procedures for Intelligence Receipt/Dissemination.	Determine what procedures exist to ensure timely delivery of critical intelligence. Review and improve procedures to alert agencies and specific targets of criminal/terrorist threats. Establish standard administrative procedures for response to incoming alerts. Review flow of information for effectiveness and time critical dissemination.
Establish Uniform Security/Threat Nomenclature.	To facilitate communication, standardized terminology for Alert Levels should be implemented. (Normal, Low, Moderate, and High—As recommended by Security Standards Committee)
Training	
Conduct Annual Security Awareness Training.	Provide security awareness training for all tenants. At a minimum, self-study programs utilizing videos, and literature, etc. should be implemented. These materials should provide up-to-date information covering security practices, employee security awareness, and personal safety, etc.

TERMS AND DEFINITIONS IN RECOMMENDED STANDARDS CHART—Continued

[Reproduced from Appendix B, Details of Recommended Security Standards, U.S. Department of Justice, United States Marshals Service report *Vulnerability Assessment of Federal Facilities*]

Term	Definition/description
Establish Standardized Armed And Unarmed Guard Qualifications/Training Requirements.	Requirements for these positions should be standardized government wide.
Tenant Assignment	
Co-Locate Agencies With Similar Security Needs.	To capitalize on efficiencies and economies, agencies with like security requirements should be located in the same facility if possible.
Do Not Co-Locate High/Low Risk Agencies	Low risk agencies should not take on additional risk by being located with high risk agencies.
Administrative Procedures	
Establish Flexible Work Schedule in High Threat/High Risk Area to Minimize Employee Vulnerability to Criminal Activity.	Flexible work schedules can enhance employee safety by staggering reporting and departure times. As an example flexible schedules might enable employees to park closer to the facility by reducing the demand for parking at peak times of the day.
Arrange for Employee Parking In/Near Building After Normal Work Hours.	Minimize exposure to criminal activity by allowing employees to park at or inside the building.
Conduct Background Security Checks and/or Establish Security Control Procedures for Service Contract Personnel.	Establish procedures to ensure security where private contract personnel are concerned. Procedures may be as simple as observation or could include sign-in/escort. Frequent visitors may necessitate a background check with contractor ID issued.
Construction/Renovation	
Install Mylar Film on All Exterior Windows (Shatter Protection).	Application of shatter resistant material to protect personnel and citizens from the hazards of flying glass as a result of impact or explosion.
Review Current Projects For Blast Standards.	Design and construction projects should be reviewed if possible, to incorporate current technology and blast standards. Immediate review of ongoing projects may generate savings in the implementation of upgrading to higher blast standards prior to completion of construction.
Review/Establish Uniform Standards For Construction.	Review, establish, and implement uniform construction standards as it relates to security considerations.
Review/Establish New Design Standard for Blast RESISTANCE.	In smaller facilities or those that lease space, control over design standards may not be possible. However, future site selections should attempt to locate in facilities that do meet standards. New construction of government controlled facilities should review, establish, and implement new design standards for blast resistance.
Establish Street Set-Back for New Construction.	Every foot between a potential bomb and a building will dramatically reduce damage and increase the survival rate. Street set-back is always desirable, but should be used in conjunction with barriers in Level IV and V facilities.

(Reproduced from Appendix C, *Classification Table,* U.S. Department of Justice, United States Marshals Service report *Vulnerability Assessment of Federal Facilities*)

Level	Typical location
III	Agency Mix: Government Records.

APPENDIX B TO PART 1234—ALTERNATIVE CERTIFIED FIRE-SAFETY DETECTION AND SUPPRESSION SYSTEM(S)

1. *General.* This Appendix B contains information on the Fire-safety Detection and Suppression System(s) tested by NARA through independent live fire testing that are certified to meet the requirement in §1234.12(s) for storage of Federal Records. Use of a system specified in this appendix is optional. A facility may choose to have an alternate fire-safety detection and suppression system approved under §1234.32).

2. *Specifications for NARA facilities using 15 foot high records storage.* NARA fire-safety systems that incorporate all components specified in paragraphs 2.a. through n. of this appendix have been tested and certified to meet the requirements in §1234.12(s) for an acceptable fire-safety detection and suppression system for storage of Federal records.

a. The records storage height must not exceed the nominal 15 feet (±3 inches) records storage height.

b. All records storage and adjoining areas must be protected by automatic wet-pipe

sprinklers. Automatic sprinklers are specified herein because they provide the most effective fire protection for high piled storage of paper records on open type shelving.

c. The sprinkler system must be rated at no higher than 285 degrees Fahrenheit utilizing quick response (QR) fire sprinkler heads and designed by a licensed fire protection engineer to provide the specified density for the most remote 1,500 square feet of floor area at the most remote sprinkler head in accordance with NFPA 13 (incorporated by reference, see §1234.3). For facilities with roofs rated at 15 minutes or greater, provide ½″ QR sprinklers rated at no higher than 285 degrees Fahrenheit designed to deliver a density of 0.30 gpm per square foot. For unrated roofs, provide 0.64″ QR ''large drop'' sprinklers rated at no higher than 285 degrees Fahrenheit. For facilities using 7 or 8 shelf track files, use QR sprinklers rated at no higher than 285 degrees Fahrenheit. For new construction and replacement sprinklers, NARA recommends that the sprinklers be rated at 165 degrees Fahrenheit. Installation of the sprinkler system must be in accordance with NFPA 13 (incorporated by reference, see §1234.3).

d. Maximum spacing of the sprinkler heads must be on a 10-foot grid and the positioning of the heads must provide complete, unobstructed coverage, with a clearance of not less than 18 inches from the top of the highest stored materials.

e. The sprinkler system must be equipped with a water-flow alarm connected to an audible alarm within the facility and to a continuously staffed fire department or an Underwriters Laboratory approved central monitoring station (see UL 827 (incorporated by reference, see §1234.3)) with responsibility for immediate response.

f. A manual fire alarm system must be provided with a Underwriters Laboratory approved (grade A) central monitoring station service or other automatic means of notifying the municipal fire department. A manual alarm pull station must be located adjacent to each exit. Supplemental manual alarm stations are permitted within the records storage areas.

g. All water cutoff valves in the sprinkler system must be equipped with automatic closure alarm (tamper alarm) connected to a continuously staffed station, with responsibility for immediate response. If the sprinkler water cutoff valve is located in an area used by the public, in addition to the tamper alarm, the valves must be provided with frangible (easily broken) padlocks.

h. A dependable water supply free of interruption must be provided including a continuous site fire loop connected to the water main and sized to support the facility with only one portion of the fire loop operational. This normally requires a backup supply system having sufficient pressure and capacity to meet both fire hose and sprinkler requirements for 2-hours. A fire pump connected to an emergency power source must be provided in accordance with NFPA 20 (incorporated by reference, see §1234.3), when adequate water pressure is not assured. In the event that public water mains are not able to supply adequate volumes of water to the site, on-site water storage must be provided.

i. Interior fire hose stations equipped with a 1½ inch diameter hose may be provided in the records storage areas if required by the local fire department, enabling any point in the records storage area to be reached by a 50-foot hose stream from a 100-foot hose lay. If provided, these cabinets must be marked ''For Fire Department Use Only.''

j. Where fire hose cabinets are not required, fire department hose outlets must be provided at each floor landing in the building core or stair shaft. Hose outlets must have an easily removable adapter and cap. Threads and valves must be compatible with the local fire department's equipment. Spacing must be so that any point in the record storage area can be reached with a 50-foot hose stream from a 100-foot hose lay.

k. In addition to the designed sprinkler flow demand, 500 gpm must be provided for hose stream demand. The hose stream demand must be calculated into the system at the base of the main sprinkler riser.

l. Fire hydrants must be located within 250 feet of each exterior entrance or other access to the records storage facility that could be used by firefighters. Each required hydrant must provide a minimum flow capacity of 500 gpm at 20 psi. All hydrants must be at least 50 feet away from the building walls and adjacent to a roadway usable by fire apparatus. Fire hydrants must have at least two, 2½ inch hose outlets and a pumper connection. All threads must be compatible with local standards.

m. Portable water-type fire extinguishers (2½ gallon stored pressure type) must be provided at each fire alarm striking station. The minimum number and locations of fire extinguishers must be as required by NFPA 10 (incorporated by reference, see §1234.3).

n. Single level catwalks without automatic sprinklers installed underneath may be provided in the service aisles if the edges of all files in the front boxes above the catwalks are stored perpendicular to the aisle (to minimize files exfoliation in a fire). Where provided, the walking surface of the catwalks must be of expanded metal at least .09-inch thickness with a 2-inch mesh length. The surface opening ratio must be equal or greater than 0.75. The sprinkler water demand for protection over bays with catwalks where records above the catwalks are not perpendicular to the aisles must be calculated hydraulically to give .30 gpm per square foot for the most remote 2,000 square feet.